



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

January 11, 2008

Transmitted Via E-Mail

Carrie Komoncharoensiri, HR Manager
Spectra Laboratories, Inc.
525 Sycamore Drive
Milpitas, CA 95035
carrie.komoncharoensiri@fmc-na.com

Dear Ms. Komoncharoensiri:

RE: FINAL MONITORING VISIT REPORT for Spectra2 – ET06-0180

Date of the Visit:	01/09/08
Beginning/Ending Time:	10:30 a.m. – 12:30 p.m.
Date of Last Visit:	04/19/07
Visit Location:	Milpitas
Persons in attendance:	Carrie Komoncharoensiri & Karen Deichmann, Spectra Lab Lisa Douglas, CTA (administrative subcontractor) Lily Lai, Analyst, ETP
Action Required:	No

CONTRACT INFORMATION:

Term of Agreement:	11/09/05 – 11/08/07	Agreement Amount:	\$100,893
Training Start Date:	11/09/05	No. to Retain:	199
Date Training must be Completed:	08/07/07	Range of Hours:	24 – 100
Type of Trainee:	Retrainee	Weighted Ave. Hours:	39

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5353 Mission Center Road, Suite 110
SAN DIEGO, CA 92108
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www.etp.ca.gov
ETP (04/15/05)

FINAL REPORT SUMMARY:

The Agreement was executed on February 23, 2006. Training started on November 9, 2005 and ended on August 7, 2007. Two modifications were processed. Modification #1 expanded the curriculum topics, and Modification #2 changed their address.

Job #	Planned Number	Completed Training and Retention	Reimbursable Hours Tracked on the ETP Class/Lab System	Approximate Potential Earnings
1	199	195	7,761	\$100,893

According to the data entered into the ETP Class/Lab Tracking System, 195 trainees (98% of planned retention) completed at least the minimum number of training hours and the required retention period. Based on the 7,761 hours recorded for trainees meeting the minimum hours, your company can potentially earn an estimated \$100,893 (100 percent of the encumbered amount).

INTERVIEW WITH CONTRACTOR REPRESENTATIVE:

Ms. Deichmann stated that the ETP training program had been easy to implement and she experienced no problems with scheduling, delivering, or recording the training. She stated that managers noticed much improvement in employees' knowledge level and communications skills. Computer skills have also been beneficial, even those who have used the computer for a long time learned new and easier ways of doing things.

ATTENDANCE ROSTERS:

During the Monitoring Visit, Ms. Lai randomly selected and reviewed the attendance records of 24 enrolled trainees. The review sample consisted of original daily and weekly class/lab attendance rosters which were compared to the data entered in the ETP on-line class/lab tracking system. The review of the rosters revealed that the information on the rosters was in accordance with Title 22, California Code of Regulations, Section 4442, Record Keeping and consistent with information in the ETP on-line tracking report.

AUDIT:

Spectra Laboratories, Inc. will be notified in writing if this agreement is selected for an audit that will be conducted either at your site (field audit) or by telephone if selected for a desk audit (or "review"). These notifications will be sent in advance to allow ample preparation time and will include a list of documentation that will be examined by the auditor. A list of the documentation typically examined during an audit will be included along with the Audit Notification and Audit Confirmation letters. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Lily Lai at 650.655.6934 or llai@etp.ca.gov within ten (10) working days from receipt of this report.

Sincerely,



Ruby Cohen, Manager
Sacramento Regional Office



Lily Lai, Contract Analyst
San Francisco Bay Area Regional Office

cc: Kulbir Mayall, Manager, Fiscal and Certification
Master File
Project File

Date report mailed to Contractor 2/1/08